

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Home Department – Right to Information Act, 2005 (Central Act No.22 of 2005) –  
Publication of information under section 4 (1) (b) of the Right to Information Act,  
2005 – Revised Information – Published – Orders – Issued

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HOME (OP-I) DEPARTMENT

G.O.Ms.No.\_\_ 159

Dated : 23.06.2011

Read the following:-

1. The Right to Information Act, 2005 (Act No.22 of 2005 Central Act, Published in Gazetted of India (Extraordinary vide Notification No.25, dated 21.06.2005)
2. Circular Memo No.85347/I & PR.II/A1/2005-06, General Administration Department dated 30.08.2005
3. U.O.Note.No.38321/RTIA/GPM&AR/2008-02, G.A. (GPM&AR) Deptt., dated 20.11.2008

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ORDER:

Where as, Section 4 (1) (b) of Right to Information Act, 2005 (Central Act No.22 of 2005) casts an obligation on every public authority to publish the revised information on 17 items referred to therein in the said Section.

2. In compliance to the above statutory obligation, and in pursuance of the orders issued in the reference 3<sup>rd</sup> read above, the revised information in 17 templates, as prescribed under 4 (1) (b) of the Right to Information Act, 2005, is herewith published as noted in the Annexure to this Order. The said information shall be updated once in a year **as per clause 17 of 4 (1) (b)**

3. Copy of this order is available on internet and can be accessed at address <http://www.ap.gov.in/goir>.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

P.GAUTAM KUMAR

PRINCIPAL SECRETARY TO GOVERNMENT

To

All the officers of this Department

The General Administration (I&PR) Department

The General Administration (GPM&AR) Department

Copy to:

P.S. to Secretary, A.P. Information Commission

P.S. to Chief Secretary to Government

P.S. to principal Secretary to Chief Minister

P.S. to Principal Secretary to Govt. Home Department (Police)

P.S. to Principal Secretary to Govt. Home Department (Prisons & PPTS)

P.S. to Minister for Home

SF/SC

// FORWARDED :: BY ORDER //

SECTION OFFICER

**THE RIGHT TO INFORMATION ACT, 2005**

**OBLIGATIONS OF  
PUBLIC AUTHORITIES**

**MANUAL OF HOME DEPARTMENT  
(PUBLISHED IN TERMS OF SECTIONS 4(1)(b)  
OF R.T.I. ACT, 2005)**

**HOME DEPARTMENT  
A.P.SECRETARIAT,  
HYDERABAD ,  
ANDHRA PRADESH**

**(Upto Dated - JUNE 2011)**

Click here for [Organization chart](#)

## **Chapter-I**

### **INTRODUCTION**

The Right to Information Act '2005 is an Act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commissions and for matters connected therewith or incidental thereto.

Subject to the provisions of the Act, all citizens shall have the right to information and Sec.4(1)(b) of the Act casts an obligation on each public authority to publish a manual on the functioning of each department.

This manual gives a comprehensive idea about the particulars, functions of the Home dept and also the powers and duties of the employees including the channels of supervision and accountability.

This manual contains 18 chapters in all which gives information about the functioning of the Home department in a nut shell.

Chapter 2

Organization, Functions and Duties, [(Section 4(1)(b)(i)]

Sl. No.	Name of the Organization	Address	Functions	Duties
1	Home Department	A.P. Secretariat, Hyderabad , Andhra Pradesh	The matters relating to Police Department, Prisons, Correctional services/ Courts Administration are dealt in the Department	<p>The Home Dept. is one of the departments in A.P. Secretariat. The subjects that are to be dealt in each department of Secretariat are specified by G.A.(AR&amp;T) Dept from time to time. The matters relating to the Police Department/Prisons, Correctional Services/Courts Administration are dealt in this department.</p> <p>The Police Wing in Home Department deals with all service matters / Courts cases /financial maters/Legislative matters/Welfare measures /Creation of Police Stations and out posts change of jurisdictions, strengthening &amp; Shifting of Police Stations, Security of Vital installations and VIP Security, Sanction of prosecutions, withdrawals of Prosecutions/Arms licences / Sainik Welfare.</p> <p>The Passports &amp; Prisons wing in Home Department deals with grant of extension of Stay, renew of passports, Visa Extensions, Returns relating to deportations, infiltration, overstayed, grant of Indian Citizenship , determinate of National Status of Foreign Nationals Status viz. Pakistan , USA , New zeland Australia , Kenya , Nygiria, Sapin, Hungery etc. Issue of No Obligation to return India (NORI) certificates of U.S.A. Students. And service matters of Prisons/Fire Services Dept/Shifting of Fire Stations/Boston Schools/Jail Reforms/Mercy classifications of Prisoners, Prosecution of Review committees Under Trial Prisoners/ Stationery</p>

				<p>purchases and supply, Printing manuals/Printing permission to private organizations/ Cinema rules and Cable Net work.</p> <p>The Courts Wing in Home Department deals with financial sanctions relating to High Court and other courts in the State, Grant-in-aid to Bar associations, Construction of Court buildings, Providing of accommodations to Judicial Officers , all service matters judicial wing amendments to Civil Rules in practice and circulars, A.P. Court fees and Suits Valuation Act</p> <p>The organization of Home department is on the same lines of other Secretariat departments as prescribed in Secretariat Office Manual. The hierarchical pattern of Officers of Home department is as annexed.</p>
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CHAPTER 3

Powers and Duties of Officers and Employees [Section 4(1)(b)(ii)]

3.1 Please provide details of the powers and duties of Officers and employees of the authority by designation as follows :-

Sl. No.	Name of the Officer/ employee S/Sri	Designation	Duties allotted	Powers
(1)	(2)	(3)	(4)	(5)
1.	Sri P.Gautam Kumar, I.P.S.,	Principal Secretary to Government (Police)	The Principal Secretary to Government is responsible for the careful observance of the Business Rules and Secretariat Instructions in the transaction of business in his Department. He exercise general supervision and control over the staff working under him and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. It is his duty to take efficient steps for the prompt dispatch of business in the Department.	As envisaged in Business Rules.
2.	Sri B.P.Acharya, I.A.S.	Principal Secretary to Govt. (Passports & Prisons)	-do-	As envisaged in Business Rules
3.	Sri A.Shankar Narayana	Secretary to Govt.(LA&J)	-do-	As envisaged in Business Rules
4.	Sri A. Siva Shankar, IPS	Director General of Police, & Chairman A.P. Road Safety Authority	A.P. Road Safety Authority Subject	As envisaged in Business Rules
5.	Sri Govind Singh I.P.S.	Special Secretary to Govt.	The Special / Additional Secretary., Joint Secretary	As envisaged in Business Rules
6.	Smt. P.Usha Kumari, IAS	Deputy Secretary to Government (Prisons &Passports)	and the Deputy Secretary occupies a position almost identical with that of Secretary in regard to subjects allotted to him and can send cases for orders	
7.	Smt M.Lalitha	Deputy Secretary to Government (Police/OP)	direct to the Minister or to the Governor. The Principal Secretary/ Secretary of the	

8	Sri P.Reddi Nagulappa	Deputy Secretary Govt..(Courts)	Department remain responsible for the subjects allotted to the Spl/Addl., Joint or Deputy Secretary. The latter consults the Principal Secretary/Secretary on case dealing with important questions of principal or any other cases which he considers to be of special importance.	
9	Sri V.Srinivausu Reddy	Asst. Secretary to Govt (WNT)	The Assistant Secretary also exercise control over the Sections Placed in his charge with regard to dispatch of business and in regard to discipline.	
10	Sri G.Kannam Das	Asst. Secretary to Govt. (Police-I)		
11	Sri M.Bhaskar	Asst. Secretary to Govt.(Passports)		
12	Sri P.Srinivasulu	Asst. Secretary to Govt. (General)		
13	Sri T.Premananda Babu	Asst. Secretary to Govt. (Courts)		
14	Sri K.Krishna Rao	Asst. Secretary to Govt.(Pol.II)		
15	Sri R.Sathender	Asst. Secretary to Govt.(Prisons)		
16	Sri K.Veeraswamy	Asst. Secretary to Govt. (Police-III)		
17		Section Officers	The Section Officer is In-charge of a Section in the Department. Two Assistant Section Officers assist him. He is responsible for all files relating to the subjects allotted to the Assistant Section Officers under him. He is directly responsible to the officers under whom he works for the efficient and expeditious dispatch of business in all stages in his Section. The Training of the Assistant Section Officers under him is one of his principal functions. He himself under take to deal with the more difficult or important papers. He is not expected to express his views or to suggest what orders should be passed on a case when there is clear precedent or the case is of a	

			routine nature. He should maintain a discipline in his Sections.	
18.		Assistant Section Officers	The main duties of Assistant Section Officer in a Section are to reference the communications properly and to assist the Section Officer in dealing with cases relating to his Section. He is expected to do work of a routine and mechanical nature such as maintaining the prescribed Registers typing drafts, fair copying, dispatching and indexing.	
19.		Stenographers :	The Stenographers working as Private Secretaries to Principal Secretary/ Secretary to Government do shorthand work for them. The Stenographers working for Additional Secretary/Joint Secretary/Deputy Secretary to do shorthand work to them and such other items of work as are entrusted to them.	



CHAPTER 4

Procedure Followed in Decision-making Process [Section 4(1) (b) (iii)]

Activity	Description	Decision making process	Designation of final decision making authority
<p>The procedure followed in the decision making is common to all departments including Home Department as prescribed in Business Rules and Secretariat Instructions Published by General Administration (Cabinet/IC) Department. These rules and instructions are amended from time to time by General Administration (Cabinet/IC) Department.</p> <p>The proposals of the Heads of the Departments under control of Home Department used to receive in Tappal Section. On receipt of the same the tappal clerk gives Tappal Number and keep all Tappal papers in a separate Tappal Book and send them to the officers concerned. On perusal of Tappal by the concerned officers, they will be sent back to the concerned sections. The concerned Asst. Section Officer make an entry in the personal register and put up the same in the shape of a file with relevant extracts of Acts and rules and submit the file to the concerned Section Officer. The Section Officer scrutinizes the file and writes his remarks, and passes on the file to the concerned Assistant Secretary. The Assistant Secretary scrutinizes the file and passes on the file to the Principal Secretary through the concerned Special /Additional Secretary/ Joint Secretary Deputy Secretary as the case may be.</p>			

Chapter 5

Norms set for the Discharge of Functions [Section 4 (1) (b)(iv)]

SI. No.	Function/service	Norms/standards of		
<p>The norms for the discharge of functions of each department are also defined in both Secretariat Office Manual and Business Rules.</p> <p>The usual Officer hours are from 10.30 AM to 5-00PM.</p> <p>The Service delivery time frame for the services rendered by the Department are given below:-</p> <p>1. Routine matters : <b>3 Days</b></p> <p>2. Other than routine matters : <b>10 Days</b> (Ex: Policy decision files)</p> <p>3. Reference / Letters from Others Departments :</p> <p>Routine Matters : <b>3 Days</b> (Ex: U.O. Note and files)</p> <p>Other than Routine matters : <b>7 Days</b> (Ex: Policy decision files)</p>				

**CHAPTER-6**

**Rules, Regulations, Instructions, Manual and Records, for Discharging Functions [Section 4(1)(b)(v)] & (vi)]**

Sl. No.	Description	Gist of contents	Price of the publication if priced
<b>Rules &amp; Regulations/Instructions/Manuals/Records</b>			
1	<p>Besides the common rules for administrative / financial matters as prescribed by GAD/Fin department, the following Acts and Rules are held for official use.</p> <ul style="list-style-type: none"><li>• A.P. Court fees and suits Valuation Act, 1956</li><li>• A.P. Lotteries Act</li><li>• Prisons Act and Rules</li><li>• Cinemas (Regulation )Act</li><li>• Arms, Fire Arms (Central Act )</li><li>• Central Acts and Rules relating to Foreigners</li><li>• A.P. Protections of Depositors of Financial Establishment Rules 1999,</li><li>• Fundamental Rules</li><li>• State and Subordinate Service Rules</li><li>• Secretariat Office Manual</li><li>• A.P.C.S. (C.C.&amp; A Rules, 1991</li><li>• A.P.C.S. (Conduct Rules), 1964</li><li>• Leave Rules, 1933</li><li>• A.P. Revised Pension Rules, 1980 .</li><li>• A.P. Police Manuals.</li></ul>		---

CHAPTER 7

Categories of Documents held by the Public Authority under its Control

[Section 4(1) (b)vi]

Sl.No.	Category of document	Title of the document	Designation and address of the custodian (held by / under the control of whom)
	<ul style="list-style-type: none"><li>• Government Order (Miscellaneous)</li><li>• Government Order (Routine)</li><li>• Memo.</li><li>• Letter</li><li>• U.O. Note</li><li>• Office Order(Miscellaneous)</li><li>• Office Order (Routine)</li><li>• Endorsement</li><li>• D.O. Letter</li></ul>		

CHAPTER 8

Arrangement for Consultation with, or Representation by, the Members of the Public in relation to the Formulation of Policy or implementation thereof

[Section 4(1)(b)(vii)]

Sl. No.	Function/service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation.
<p>The public who are aggrieved in the delay of issue of order at Government Level may approach any Officer from and above the rank of Assistant Secretary to Government. The department's staff are not allowed to entertain any visitors who come for their personal work.</p> <p>Therefore, the consultation with public representation is not relevant to Secretariat departments in general and Home Department in specific.</p>			

CHAPTER 9

Boards, Councils, Committees and other Bodies Constituted as part of Public Authority [Section 4(1)(b) viii]

Name of the Board, Council, Committee etc.	Composition	Powers & Functions	Whether its Meetings open to Public/Minutes of its meetings accessible for Public
<p>The constitution of boards and councils and committees that are relevant to the public is un-common for the departments in Secretariat including Home Department, since the business carried out in Secretariat is not directly meant for public. The policies will be decided are placed before legislature and after they transfer into Acts, the Heads of Departments under the administrative control of different departments in Secretariat give directions for the subordinate offices for implementation, overseeing and monitoring.</p> <p>The Secretariat is merely confined in policy making and overseeing of the administration of the State through Heads of Departments and hence it is not directly related to the public.</p>			

## CHAPTER 10

### Directory of Officers and Employees [Section 4(1) (b) (ix)]

Name of office / administrative unit	Name, Designation & Address of Officer/Employee			Telephone & Fax Office Tel:
	Name	Designation	Address	
Home Department A.P. Secretariat, Hyderabad.	Sri P.Gautam Kumar, IPS., ,	Principal Secretary to Govt. (Police.)	Room No. 502, 5 <sup>th</sup> Floor, A-Block, A.P. Secretariat	23452143  23450175 (Fax)
	Sri B.P.Charya, IAS	Principal Secy. to Govt. (Prisons. / Passports	Room No. 313, 3 <sup>rd</sup> Floor, A-Block, A.P. Secretariat	23450426  23453170 (FAX)
	Sri A.Shankar Narayana	Secretary to Govt. (LA&J)	Room No. 3 <sup>rd</sup> Floor, J-Block, A.P. Secretariat	
	Sri A.Siva Shankar, IPS.,	DGP., A.P. Road Safety Authority	Room No. 413 4 <sup>th</sup> Floor, A-Block, A.P. Secretariat	23457805
	Sri Govind Singh I.P.S.	Special. Secretary to Govt.	Room No. 513, 5 <sup>th</sup> Floor, A-Block, A.P. Secretariat	23450705
	Smt. P.Usha Kumari, IAS	Deputy Secretary to Govt.	Room No. 316, 3 <sup>rd</sup> Floor, A-Block, A.P. Secretariat	23450399
	Smt M.Lalitha,	Deputy Secretary to Govt.(Police/OP)	Room No. 512, 5 <sup>th</sup> Floor, A-Block, A.P. Secretariat	23457666
	Sri P.Reddi Nagulappa	Deputy Secretary to Government (Courts)	Room No. 312, 3 <sup>rd</sup> Floor, A-Block, A.P. Secretariat	23452790
	Sri V.Srinivasulu Reddy	Asst. Secretary to Govt.	Room No. 411, 4 <sup>th</sup> Floor, A-Block, A.P. Secretariat	23450111  Ex: 2607
	Sri G.Kannam Das	Asst. Secretary to Govt.(Police-I/OP)	Room No. 510, 5 <sup>th</sup> Floor, A-Block, A.P. Secretariat	23450111  Ex: 2600
	Sri M.Bhaskar	Asst. Secretary to Govt. (Passports)	Room No. 310, 3 <sup>rd</sup> Floor, A-Block A.P. Secretariat	23450111  Ex:2652
	Sri P.Srinivasulu	Asst. Secretary to Govt. (General)	Room No. 311, 3 <sup>rd</sup> Floor, A-Block, A.P. Secretariat	23450111  Ex:2601

	Sri T.Premananda Babu	Asst. Secretary to Govt. (Courts)	Room No. 409, 4 <sup>th</sup> Floor, A-Block, A.P. Secretariat	23450111 Ex.2799
	Sri K.Krishna Rao	Asst. Secretary to Govt. (Police-II)	Room No. 516 5 <sup>th</sup> Floor, A-Block, A.P. Secretariat	23450111 Ex: 2789
	Sri R.Sathender	Asst. Secretary to Govt. (Prisons)	Room No. 307, 3rd Floor, A-Block, A.P. Secretariat	23450111 Ex: 2859
	Sri K.Veerawamy	Asst.Secretary to Govt. (Police-III)	Room No.510, 5 <sup>th</sup> Floor, Block A.P. Secretariat	23450111 Ex:2604
	N.Balaram	Section Officer		
	S.Roshan Jameer	Section Officer		
	K.Raveendra Rao	Section Officer		
	K.V.Kishore Kumar	Section Officer		
	L.V.V.Mallikarjuna Gupta	Section Officer		
	M.Dora Swamy	Section Officer		
	N.Rajani Kumari	Section Officer		
	J.Mohana Krishna	Section Officer		
	D.Sujatha	Section Officer		
	N.Narayana Rao	Section Officer		
	D.Sudhakar Raju	Section Officer		
	S.Liyakhath Hussain	Section Officer		
	G.V.Krishna Murthy	Section Officer		
	S.Chandra Sekhar	Section Officer		
	Y.Nirmala kumari	Section Officer		
	K.Ramesh Kumar	Section Officer		
	K.Indira Rani	Section Officer		
	K.Hymavathi	Section Officer		
	K. Rajender	Section Officer		
	B.Chandra Shekar Rao,	Section Officer		
	A.V.Kanaka Durga	Section Officer		
	L.Sarada	Section Officer		
	S.Kanaka Rajulu	Section Officer		
	V.Naveen Babu	Section Officer		
	K.Manhor	Section Officer		
	N.Jagan Mohan Reddy	Section Officer (SC)		
	G.Devender Rao	Section Officer (SC)		
	K.Srikrishna	Assistant Section Officer		
	D.Elisha	Assistant Section Officer		
	P.Govindu	Assistant Section Officer		
	P.Srinivasulu	Assistant Section Officer		



	P.Ravinder Sagar	Assistant Section Officer		
	A.Srinivas	Assistant Section Officer		
	P.Balachowdaiah	Assistant Section Officer		
	Ch.Prasanna Kumar	Assistant Section Officer		
	B.Sravan Kumar Reddy	Assistant Section Officer		
	V.Shekhar Babu	Assistant Section Officer		
	K. Rajeshwer Reddy	Assistant Section Officer		
	G.Ramesh kumar	Assistant Section Officer		
	S.Srinivasu	Assistant Section Officer		
	S.Rama Kiran	Assistant Section Officer		
	P.Seshaiah	Assistant Section Officer		
	Syed Mohd Ali	Assistant Section Officer		
	M.Krishnaiah	Assistant Section Officer		
	Ch.V.S. Nageswer Rao	Assistant Section Officer		
	V.Bangaram	Assistant Section Officer		
	K.L.N.Giri	Assistant Section Officer		
	P.V. Subba rao	Assistant Section Officer		
	B. Chandrakala	Assistant Section Officer		
	J. Rama Rao	Assistant Section Officer		
	K. Suneeta	Assistant Section Officer		
	G.Sudha Rani	Assistant Section Officer		
	G. Vijaya laxmi	Assistant Section Officer		
	A.Nagesh	Assistant Section Officer		
	B.G.Sumathi	Assistant Section Officer		
	S. Sireesha	Assistant Section Officer		
	P. Rajeshwer	Assistant Section Officer		
	M. Nagamani	Assistant Section Officer		

	B.B.R.Karthik	Assistant Section Officer		
	V.Rami Reddy	Assistant Section Officer		
	K.Rama Krishna	Assistant Section Officer		
	G.Srinivas Reddy	Assistant Section Officer		
	D.Sekhar	Assistant Section Officer		
	M.Kondal Rao	Assistant Section Officer		
	I.Aparna	Assistant Section Officer		
	V. Vidyullatha	Assistant Section Officer		
	Hyder Ali	Assistant Section Officer		
	C.Srinivasa Rao	Assistant Section Officer		
	S.V.Siva Reddy	Assistant Section Officer		
	A.Laxmaiah	P.S.		
	Y.Baby Sarojini	P.S		
	A.V.Sekhar	S.C.Steno		
	V.Varalaxmi	S.C.Steno		
	V.V. Anantha Laxmi	Jr.Steno		
	Irfan Bin Khalid	TCA		
	P.Pochaiah	DR&T Asst		
	E.Kumara Swamy	DR&T Asst		
	G.V.Krishna Murthy	DR&T Asst		
	I.Devadanam	Record Asst		
	V.Satyanarayana	Record Asst		
	M.Vijaya	Record Asst		
	D.Sailoo	Record Asst		
	P.Anjaiah	Record Asst		
	M.V.Subrahmanyam	Record Asst		
	G.Nikhil	Record Asst		
	Y.Narsimha Rao	Roneo Operator		
	Ahmed Ali	Head Driver		
	A.Sreenu	Driver		
	M.Satyapal	Driver		
	Fayaz Khan	Jamedar		
	Abdul Hafeez	Jamedar		
	G.L.Narsing Rao	Office Subordinate		
	M.Jija Bai	Office Subordinate		
	S.Krishna Rao	Office Subordinate		
	V.Durgaiah	Office Subordinate		
	Ahmadi Begum	Office Subordinate		
	C.N.Mohan	Office Subordinate		
	K.Sanjeev Reddy	Office Subordinate		
	P.Gangaram	Office Subordinate		
	B.Balaiah	Office Subordinate		

	K.Nagamuni	Office Subordinate		
	Alibin Mubarak	Office Subordinate		
	P.Anjaiah	Office Subordinate		
	S.Satti Reddy	Office Subordinate		
	K.Manikumar	Office Subordinate		
	Md.Jaleel Ahmed	Office Subordinate		
	N.Renuka	Office Subordinate		
	M.Shyamala	Office Subordinate		
	K.Sreedhar	Office Subordinate		
	A.Ganesh	Office Subordinate		
	Md.Taher	Office Subordinate		
	Gopal Singh	Cycle Messenger		
	M.Rajaiah	Cycle Messenger		

## CHAPTER 11

### Monthly remuneration received by officers and employees [Section 4(1)(b)(x)]

Sl. No.	Designation	Monthly Remuneration including its composition Rs.	System of compensation to determine Remuneration as given in regulation
1	Principal Secretary to Govt. (Police.)	1,45,100/-	
2	Principal Secretary to Govt. (Prisons./Passports)	1,34,411/-	
3	Secretary to Govt. (LA&J)		
4	Addl. Director General of Police, Chairman ,Road Safety Authority	1,46,000/-	
5	Spl. Secretary to Govt.	91,836/-	
6	Dy. Secretary to Govt. (Cadre Post)	58,847/-	
7	Deputy Secretary to Govt.(Police)	46,895/-	
8	Deputy Secretary to Govt.(Courts)	46,895/-	
9	Asst.Secretary to Govt.(OP)	37,291/-	
10	Asst. Secretary to Govt.(Police-I)	43,501/-	
11	Asst. Secretary to Govt. (Passports)	32,555/-	
12	Asst. Secretary to Govt. (General)	37,191/-	
13	Asst. Secretary to Govt. (Courts)	55,952/-	
14	Asst. Secretary to Govt. (Police-II)	50,641/-	
15	Asst. Secretary to Govt. (Prisons)	51,962/-	
16	Asst. Secretary to Govt. (Pol.III)	43,411/-	
17	Section Officers (29)	9,13,585/-	
18	Section Officers (SC)(2)	63,770/-	
19	P.Ss. to Secretary to Government (2)	1,10,111/-	
20	S.C. Stenos(2)	64,488/-	
21	Asst. Section Officers (39)	8,82,940/-	
22	Asst. Section Officers (SC)(5)	1,00,458/-	
23	DR &T Assistants(3)	59,566/-	
24	Drivers (4)	85,369/-	
25	Record Assistants (7)	1,57,080/-	
26	Roneo Operator (1)	22,782/-	
27	Jamedars (3)	50,700/-	
28	Cycle Messenger (2)	44,700/-	
29	Attenders (19)	3,52,029/-	

**CHAPTER 12**

**Budget Allocated to Each Agency including Plans etc. [Section 4(1)(b)xi]**

Agency	Plan/Programme/Scheme/Project/ Activity/Purpose for which budget is allocated	Proposed expenditure	Expected Outcomes	Report on disbursements made or where such details are available (web site, reports, notice board etc.)
Non Plan : 7,94,02,000/-				

Agency	Plan/Programme/Scheme/Project/ Activity/Purpose for which budget is allocated	Amount released: Last year	Amount spent last year	Budget allocated current year	Budget released current year
- Nil -					

**CHAPTER 13**

**Manner of Execution of Subsidy Programmes [Section 4 (1)(b)xii]**

Name of programme/activity	Nature/scale of subsidy	Eligibility criteria for grant subsidy	Designation of officer to grant subsidy
-- Nil -			

Name of programme/activity	Application Procedure	Sanction Procedure	Disbursement procedure
- Nil -			

**CHAPTER 14**

**Particulars of Recipients of Concessions, Permit or Authorization Granted by the Public Authority [Section 4 (1)(b)xiii]**

Name of programme/scheme				
Sl.No.	Name & Address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority
-Nil -				

**CHAPTER 15**

**Information Available in Electronic Form, [Section 4 (1) (b)(xiv)]**

Electronic Format	Description (site address/location where available etc.)	Contents or title	Designation and address of the custodian of Information (held by whom?)
A.P. On the line facility is available for Home Department	The Departmental information is available in the following website:- <a href="http://www.aponline.gov.in">www.aponline.gov.in</a>		IT & C Department

**CHAPTER 16**

**Particulars of Facilities available to Citizens for Obtaining Information [Section 4 (1) (b)XV]**

Facility	Description (Location of Facility/Name etc.)	Details of Information made available
Notice Board	--	--
News Paper Reports	--	--
Public Announcements	--	--
Information Counter	--	--
Publications	--	--
Office Library	There is no separate Library facility for Secretariat departments including Home Department. There is Central Library in Secretariat. The Law and Planning departments have separate Libraries which maintain the Acts and Rules of all the Departments and are commonly used by other departments.	
Websites	--	--
Other Facilities(name)		

## CHAPTER 17

### Names, Designations and other Particulars of Public Information Officers

[Section 4 (1) (b)xvi]

#### STATE PUBLIC INFORMATION OFFICERS

SL.No.	Name of office/administrative unit	Name & Designation of PIO	Office Tel:  Residence Tel:  Fax:	Email
1.	Home Department A.P. Secretariat, Hyderabad .			
	<b>Police Wing</b>			
		Sri Govind Singh, I.P.S. Special Secretary to Government.	23450705(Off.)	
		Smt M.Lalitha Deputy Secretary to Government.(Police/OP)	23452790(Off.)	
	<b>Prisons &amp; Passports Wing</b>	Smt. P.Usha Kumari, IAS, Deputy Secretary to Government. (Prisons&Passports)	23450399(Off.)	
	<b>Courts Wing</b>	Sri P.R.Nagulappa , Deputy Secretary to Government.(Courts)	23457666(Off.)	

#### State Assistant Public Information Officers(s)

SI. No .	Name of office/administrative unit	Name & designation of APIO	Office Tel :  Residence Tel:  Fax:	Email
1.	Home Department, A.P. Secretariat, Hyderabad .			
	<b>Police Wing</b>	Sri G.Kannam Das Assistant Secretary to Government(Police I)	23450111  Ex: 2600	
		Sri K.Krishna Rao Assistant Secretary to Government(Police II)	23450111  Ex: 2789	
		Sri K.Veerawamy Assistant Secretary to Government (Police III)	23450111  Ex:2604	
		Smt. V.Srinivasulu Reddy, Assistant Secretary to Government	23450111  Ex: 2607	
	<b>Prisons &amp; Passports Wing</b>	Sri R.Sathender Assistant Secretary to Government(Prisons)	23450399/  Ext.2859	

		Sri M.Bhaskar, Assistant Secretary to Government(Passports)	23450111/ Ext.2652	
		Sri P.Srinivasulu, Assistant Secretary to Government(General)	23450111/ Ext.2601	
	<b>Courts Wing</b>	Sri T.Premananda Babu, Assistant Secretary to Government(Courts)	23450111/ Ext.2799	



**CHAPTER 18**

**Other Useful Information, (Section 4 (1)(b)xvii)**

**Such other information as may be prescribed and thereafter update these publication every year**

**-NIL-**

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**P.GAUTAM KUMAR  
PRINCIPAL SECRETARY TO GOVERNMENT**